



### 3.3.8 Data Collection, Processing and Analysis

Procedure code and title:	3.3.8 Data Collection, Processing and Analysis
Policy area:	3.3 Monitoring and Evaluation
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Reviewed by:	Quality Assurance Sub-Group
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Review Date:	

#### Purpose

The purpose of this procedure is to detail KWETBs commitment to the benefits and value of evidence-based quality improvement which is supported through transparent and unambiguous data collection methodologies.

#### Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

#### Preamble

Data collection is an important aspect of KWETB FET Services for the purpose of monitoring, evaluation and review.

In the collection of data, KWETB should consider the purposes for which data is collected, how data is collected and the uses to which the data is put and to whom the data is communicated.

KWETB systems which capture data regularly should be identified, and that data should be used constructively for quality improvement. Through consultation, these systems should be improved, and KWETB should ensure that there is no unnecessary data or unethically intrusive data collected.



Proposals for data collection should be approved through the Quality Council or Quality Sub-groups. Information regarding data collection should be communicated to all stakeholders. Professional development on the purpose and design of data collection and analysis of data will be delivered to staff if necessary. Proposals for data collection must demonstrate that they meet our ethical standards and align with KWETB policy for GDPR. A robust methodology for data analysis should be included in proposals. The outcomes of data collection should be published and circulated and should inform quality improvement plans and celebration of KWETB achievements.

Individuals collecting and analysing data will be required to refer to and ensure compliance with KWETB corporate policy on protection of student identity and data, GDPR and intellectual property.

All data gathered and analysed will be retained securely in accordance with KWETB document storage and retention policy and procedures.

### Procedure – 3.3.8 Data Collection, Proposing and Analysis

1	The Quality Council or relevant Quality Sub-group should identify the purpose for which the data is to be gathered. The Quality Council or relevant Quality Sub-group should draft terms of reference for the process.
2	The Quality Council or relevant Quality Sub-group should identify a Working Group or assigned person(s) to carry out the data collection and to support the data gathering process and analysis.
3	The Working Group or assigned person(s) should identify a research methodology and analysis tools and draw on evidence-based research. The Working Group or assigned person(s) should conduct literature reviews in advance of the process if necessary.
4	The Working Group or assigned person(s) should identify the key data indicators required to meet the purpose of the data gathering process.
5	The Working Group or assigned person(s) should identify the most appropriate data collection instruments for the context of the research, taking into consideration any other ongoing or recent research.
6	The Working Group or assigned person(s) should produce valid and reliable tools, which can be used to gather information on the programme/s and related services. These tools can be designed to produce both quantitative and qualitative data. <b>Examples of tools include:</b> <ol style="list-style-type: none"> <li>Questionnaires</li> <li>Site Visits</li> <li>Focus Group format and questions</li> </ol>

	<p>d. Interview format and questions (individual, group, telephone)</p> <p>e. Observational Visit Checklists (e.g., Self-Evaluation checklist)</p>
7	The Working Group or assigned person(s) should identify and consider any ethical concerns.
8	The Working Group or assigned person(s) should conduct staff briefings and arrange staff training if required.
9	The Working Group or assigned person(s) should schedule and implement data gathering and ensure safe and secure data storage.
10	The Working Group or assigned person(s) should code and analyse data.
11	The Working Group or assigned person(s) should present findings in draft format.
12	The Working Group or assigned person(s) should finalise report process.
13	The Working Group or assigned person(S) should submit final report to Quality Council or relevant Quality Sub-group.
14	The Quality Council or relevant Quality Sub-group should instigate corrective action procedure if deemed appropriate.

## Links to other Policies and Procedures

3.3.5	Quality Improvement Planning
3.3.9	Corrective Action
3.4.4	GDPR
3.4.5	Document and Version Control

## Resources (outstanding)

Resources	<ul style="list-style-type: none"> <li>• GDPR and Ethical Considerations</li> <li>• Form – Invitation to participate in research</li> <li>• Participant Consent Form</li> <li>• Approval from Governance Groups</li> </ul>
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